



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

# Memo

**TO:** New Employees

**FROM:** LARA – OHR

**RE:** Prior Military Service Credit

---

For those individuals that have prior active military service, this is to inform you that you may be eligible for full or partial credit for the time you served.

Up to five years of active military service can count towards annual leave accruals and longevity. If you have prior active military service and would like credit for it you will need to provide your Human Resources Office with a copy of your DD-214 showing your active service time.

If you are a new hire this should be provided prior to reaching 720 hours of continuous service. All others should provide this information when turning in the rest of your hire packet. If this is not turned in with the rest of the hire packet the service credit will become effective in the pay period in which the Human Resources Office receives this information.

If you have any questions concerning this matter please contact your Human Resources Transactions person.